



BHF GRANTS MANAGEMENT SYSTEM (GMS)

USER GUIDE

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1. Introduction

This guide is designed for use with the BHF online Grant Management System (GMS). You may find it helpful to download the guide for easy reference.

It covers the main features of the GMS that are relevant to applicants or reviewers, and will be updated as necessary. If the guide does not provide sufficient help, please contact the GMS helpline with your query; either by email: e-queries@bhf.org.uk or by telephone: 020 7554 0442 (between 09:00 and 17:00, Monday to Friday excluding bank holidays).

Please note: GMS supports Microsoft Internet Explorer and Apple Safari (running on a MAC) browsers. Alternative browsers, for example Firefox and Chrome, are not currently supported.

GMS is entered using email address and password registration. Each user must provide a set of personal information relevant to their role(s) as [principal applicant](#) (PI), [co-applicant](#), [head of department](#), [administrative authority](#) and/or [reviewer](#), which is stored within their [My Profile](#) section of the site and pre-populates fields in the application and reviewer pages.

Application pages for each grant type follow a standard layout, in which details of applicant names, grant title, abstract, duration, costs etc. are entered followed by attachment of a single PDF file containing the main text of the application and any supplementary information. **Principal Applicants therefore need access to Adobe Acrobat to be able to convert other file formats (e.g. Word) to a PDF file.** When complete, the principal applicant (PI) submits the application. Emails are automatically generated and sent sequentially to [co-applicants](#) requesting them to sign into GMS to view and approve the application, and then similar emails are sent sequentially to the [head of department](#) and [administrative authority](#). PIs can keep track of the status of the application by viewing their [My Applications](#) and [My Documents](#) page.

Potential reviewers are invited by email, and after signing into the GMS and completing My Profile have access to [applications for review](#).

2. Home page

Existing users need to enter their email address and password and click the “Sign In” button. New users need to click the Register button.

GMS Home

Welcome You Are Here: [GMS Home](#) [GMS Home](#)

Apply for Research Grants

Welcome to the British Heart Foundation Grants Management System. Here you can apply online for medical research funding into diseases of the heart and circulation. GMS is accessible only by registered users and is used by:

- Applicants to apply for research grants by completing an application form online
- Co-applicants to review and complete their sections of an application
- Applicants' colleagues (Heads of Department and Finance Officers) to check and approve applications
- Scientists selected by BHF to peer review applications

Online grant applications through GMS are currently not available for Infrastructure Grants, Personal Chairs and Strategic Initiatives. To apply for these grants, please refer to the relevant sections on our website.

Before making an application, it is important to read the specific grant guidelines under [What we fund](#), the section on [How to apply](#) and the [GMS User Guide](#). Please note that applications will not be accepted for review if they are incorrectly or inadequately presented.

If you experience any difficulties with GMS please email: e-Queries@bhf.org.uk or telephone 020 7554 0442, between 09:00 and 17:00, Monday to Friday (excluding bank holidays).

Please note:
By logging into GMS you accept our [GMS Terms & Conditions](#)

GMS supports Microsoft Internet Explorer and Apple Safari browsers. Alternate browsers, for example Firefox and Chrome, are not currently supported.

Existing Users
Please sign in to access your account.
Email Address:
Password:
[SIGN IN >](#)

New Users
Please register with us to create your account.
[REGISTER >](#)

[Forgotten your password?](#)

[Home](#) [Need Advice](#) [GMS User Guide](#) [About Us](#) [GMS Terms and Conditions](#)

Existing users who have changed their email address will need to register as a new user and then contact the GMS helpline either via email e-Queries@bhf.org.uk or by telephoning 020 7554 0442 to request their records are transferred to the new GMS account.

Signing in as a registered user leads to display of the [My Profile](#) page.

GMS Home

[My Profile](#) [My Applications](#) [Applications to Review](#) [My Documents](#) [Sign Out](#)

YOU ARE HERE: [GMS Home](#) > [My Registration](#)

Welcome John Smith

Please complete the information in the tabbed sections below. [Save Details](#)

My Registration **My Contact Details** **My CV** **My Area of Expertise**

To be completed by all users.
If the email you registered with has changed, please contact the GMS Helpdesk on 020 7554 0442 or e-queries@bhf.org.uk

Contact Type
☒ Applicant/Co-Applicant
☒ Reviewer
☒ Application Approver

Please select one or more contact types depending on your role

Title Dr

Firstname John

Lastname Smith

Initials

Known As

Change Password? ☐

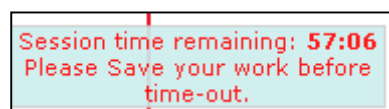
Session time remaining: 59:57
Please Save your work before time-out.

3. Registration

A new user is first required to select a Contact Type – an Applicant or Co-Applicant, Reviewer, or Application Approver (i.e. either Head of Department or Financial Authority, both required to sign off applications). It is possible to select all three.

Mandatory entry fields throughout the GMS are denoted by red asterisks *

Also please note that the system will close after 60 minutes of inactivity, return you to the home page, and you will lose any unsaved information. A timer box will appear at the bottom of your screen with a countdown to let you know how long you have left before your session times out.



Email address: your email address will become your sign in user name in future. Please use your institute (not personal) email address – if you do not have an institute email address, contact the GMS Helpdesk for guidance.

Password: enter your desired password. If you forget your password in future, there is a “Forgotten your password?” facility on GMS, where you will be asked a security question you have chosen during registration.

Security question and answer: Please remember your security question and answer as well as your password during registration. You will be able to change your password but **not your security question or answer**

After registering, the screen then displays the Welcome page below. From here you can complete the My Profile pages to continue or select Sign Out.

My Profile **Sign Out**

YOU ARE HERE: [GMS Home](#) > [My Registration](#)

Welcome e e

Please complete the information in the tabbed sections below. [Save Details](#)

Please correct or complete the information on the tabbed pages indicated with Red below. You must complete this before you can use the system.

My Registration **My Contact Details** **My CV** **My Area of Expertise**

To be completed by all users.
If the email you registered with has changed, please contact the GMS Helpdesk on 020 7554 0442 or e-queries@bhf.org.uk

Contact Type ☒ Applicant/Co-Applicant ☐ Reviewer ☐ Application Approver Please select one or more contact types depending on your role

Title

Firstname

Lastname

Initials

Known As

Change Password? ☐

[Home](#) [My Profile](#) [Sign Out](#) [Need advice](#) [GMS User Guide](#) [About Us](#) [GMS Terms and Conditions](#)

Session time remaining: **59:42**
Please Save your work before time-out.

British Heart Foundation is a registered Charity No. 275071. Registered as a Company limited by guarantee in England & Wales No. 609547.

Once a user has registered, an email is sent to the user's email address confirming their successful registration.

4. My profile

GMS Home

[My Profile](#) [My Applications](#) [Applications to Review](#) [My Documents](#) [Sign Out](#)

YOU ARE HERE: [GMS Home](#) > [My Registration](#)

Welcome John Smith

Please complete the information in the tabbed sections below

[My Registration](#) [My Contact Details](#) [My CV](#) [My Area of Expertise](#)

To be completed by all users

If the email you registered with has changed, please contact the GMS Helpdesk on 020 7554 0442 or e-queries@bhf.org.uk

Contact Type

☒ Applicant/Co-Applcant
☒ Reviewer
☒ Application Approver

Please select one or more contact types depending on your role

Title Dr

Firstname John

Lastname Smith

Initials

Known As

Change Password? ☐

Save Details

Session time remaining: 57:32
Please Save your work before time-out.

125%

In My Profile, the four tabs lead to fields that require information to be entered: My Registration, My Contact Details, My CV and My Area of Expertise.

Applicants and co-applicants need to complete information for all four tabs. Reviewers do not need to complete My CV. Application Approvers do not need to complete either My CV or My Areas of Expertise.

After registration, check and if necessary update your profile each time you sign in – this information is used to pre-populate your details in application forms.

Starting with the My Contact Details tab, fill in all the requested fields and **ensure that you click on Save Details button before moving to another tab** – or the system may lose entered information. Any tabs with incomplete fields will be flagged (see screenshot below). After the My Contact Details tab has been fully completed and saved, the other tabs can be saved incomplete by clicking on Save Details.

4.1 My registration details

This tab is pre-populated from the registration page. Check and amend Contact Type, adding further categories if necessary (do not delete any previously checked category).

GMS Home

[My Profile](#) [My Applications](#) [Applications to Review](#) [My Documents](#) [Sign Out](#)

YOU ARE HERE: [GMS Home](#) > [My Registration](#)

Welcome John Smith

Please complete the information in the tabbed sections below. [Save Details](#)

My Registration **My Contact Details** **My CV** **My Area of Expertise**

To be completed by all users.
If the email you registered with has changed, please contact the GMS Helpdesk on 020 7554 0442 or e-queries@bhf.org.uk

Contact Type ☒ Applicant/Co-Applicant ☒ Reviewer ☒ Application Approver Please select one or more contact types depending on your role

Title

Firstname

Lastname

Initials

Known As

Change Password? ☐

Session time remaining: 57:32
Please Save your work before time-out.

125%

You can change your password by ticking the “Change Password?” box.

4.2 My contact details

This tab must be completed by all users.

GMS Home

[My Profile](#) [My Applications](#) [Applications to Review](#) [My Documents](#) [Sign Out](#)

YOU ARE HERE: [GMS Home](#) > [My Contact Details](#)

Welcome John Smith

Please complete the information in the tabbed sections below. [Save Details](#)

My Registration **My Contact Details** **My CV** **My Area of Expertise**

To be completed by all users.

Department * **Required Field!** Please supply a Department

Division

Institution *

Address *

City *

County

Postal Code

Country *

Phone * Le. 020 7487 9408

Fax Le. 020 7487 9408

Gender

Session time remaining: **48:14**
Please Save your work before time-out.

Institution: select your institution from the dropdown list. **If the UK institution you are looking for is not listed, select “Other”, and enter your Institution name into the ‘Other Institution’ box that will appear.**

Mandatory entry fields in this tab are denoted by red asterisks *.

4.3 My CV

This tab does **not** need to be completed by Reviewers or Application Approvers.

GMS Home

[My Profile](#) [My Applications](#) [Applications to Review](#) [My Documents](#) [Sign Out](#)

YOU ARE HERE: [GMS Home](#) > [My CV](#)

Welcome John Smith

Please complete the information in the tabbed sections below. [Save Details](#)

My Registration **My Contact Details** **My CV** **My Area of Expertise**

Required for all applicants and co-applicants.

Date Of Birth (dd/mm/yyyy)

Nationality *

My Present Appointment

Appointment Name *

Source Of Funding * Please indicate how your salary is funded i.e. HEFCE, BHF etc. If BHF, add grant number

Start Date * (dd/mm/yyyy)

End Date * (dd/mm/yyyy) If a tenured post please enter retirement date

Degrees * Le. OBE BSc PhD FRCS etc

Previous Appointments
Include dates from/to, title of post, department, institution. Write None if not applicable.
[Max Characters](#)

Session time Please Save

Mandatory entry fields in this tab are denoted by red asterisks *.

Date of Birth: this is not a mandatory field but will appear on your application form if you enter it.

“My CV” also requests information on your previous appointments etc., in seven text boxes, which can be populated by cutting and pasting from other documents.

Cutting and pasting information from other documents: GMS supports cutting and pasting functions from Word into the form boxes. If you cut and paste from other document types (e.g. PDF, Excel) you may lose some of the formatting. Please note that some boxes have character limits – these include words and spaces as well as “hidden formatting”. If exceeded, a red dashed border will appear when “Save Details” is clicked, and you will have to reduce the length and re-submit.

Please note that your publication list is not requested as part of “My CV”: this information is captured within the PDF document attached to an application.

4.4 My areas of expertise

This tab does **not** need to be completed by Application Approvers.

GMS Home

[My Profile](#) [My Applications](#) [Applications to Review](#) [My Documents](#) [Sign Out](#)

YOU ARE HERE: [GMS Home](#) > [My Area of Expertise](#)

Welcome John Smith

Please complete the information in the tabbed sections below. [Save Details](#)

My Registration **My Contact Details** **My CV** **My Area of Expertise**

Required for all except those who approve applications (Head of Department (HoD) and Finance Authority).

Please classify your areas of expertise selection up to 3 UKCRC Research Activity codes and up to 10 BHF Subject codes. You can then add up to 10 further keywords or phrases, if you feel that the pre-specified terms are inadequate, but please keep these entries minimum.

Research Activity
Select up to 3 Research Activity codes.

Available Research Activity

- 2.1 Aetiology of disease - Biological factors
- 2.2 Aetiology of disease - Environmental factors
- 2.3 Aetiology of disease - Psychological, social or economic factors
- 2.4 Aetiology of disease - Observational studies, surveys, registries
- 2.5 Aetiology of disease - Development of epidemiological research
- 3.1 Primary Prevention of disease - Altering personal risk
- 3.2 Primary Prevention of disease - Altering environmental risk
- 3.3 Primary Prevention of disease - Nutrition
- 4.1 Detection, screening and diagnosis - Discovery and pre-clinical
- 4.2 Detection, screening and diagnosis - Clinical evaluation of
- 5.1 Discovery and development of treatment and therapy (Interventional)
- 5.2 Discovery and development of treatment and therapy (Non-interventional)
- 5.3 Discovery and development of treatment and therapy (Interventional)
- 5.4 Discovery and development of treatment and therapy (Non-interventional)

My Research Activity

- 1.1 Underpinning research - Normal biological development

Subject Codes
Select up to 10 Subject Codes.

Available Subject Codes

- Ablation - Treatments and Modalities
- Ageing - Risk Factors and Subgroups
- Aneurysm - Disease Process
- Angiogenesis - Disease Process
- Angiogenesis - Disease Process
- Angiogenesis - Disease Process
- Angiogenesis - Disease Process
- Angiogenesis - Disease Process
- Angiogenesis - Disease Process
- Angiogenesis - Disease Process
- Angiogenesis - Disease Process

My Subject Codes

- Atherosclerosis - Disease Process

Session time remaining: 39:10
Please Save your work before time-out.

Applicants, co-applicants and reviewers need to define their areas of expertise in three fields. The keywords will be used by the BHF to assist in the grant review process, based on matching keywords supplied by grant applicants and in grant applications to keywords supplied by potential reviewers.

“My Research Activity” allows up to three choices from a pick list. This list is derived directly from the UKCRC Health Research Classification system, and is being used by UK biomedical research funders to classify grant applications in a consistent and comparable manner.

“Subject Codes” allows up to 10 choices from a pick list. This is a BHF-specific list in four broad topic groups (Biology, Disease Process, Risk Factors and Subgroups, Treatments and Modalities), arranged alphabetically within each topic group.

A full list of [Classification of Research](#) activities and subject codes can be found on our website.

“Keywords” allows a free format input of further keywords that you believe are important to describe your expertise, but are not covered in the previous two lists. To separate keywords, use a comma. This box is mandatory; please write “none” if not applicable.

5. Information for principal investigators – my applications

You should refer to the [research grant guidelines](#) when filling in a grant application online.

Reminder: Mandatory entry fields throughout the GMS are denoted by *. Also note that the system will close after 60 minutes of inactivity, return you to the home page and you will lose any unsaved information.

To start a new application, or to view or complete and submit an existing application, use the red left panel to navigate away from My Profile, or click on the top menu heading My Applications.

GMS Home

[My Profile](#) [My Applications](#) [Applications to Review](#) [My Documents](#) [Sign Out](#)

YOU ARE HERE: [GMS Home](#) > [My Registration](#)

Welcome John Smith

Please complete the information in the tabbed sections below. [Save Details](#)

[My Registration](#) [My Contact Details](#) [My CV](#) [My Area of Expertise](#)

To be completed by all users.
If the email you registered with has changed, please contact the GMS Helpdesk on 020 7554 0442 or e-queries@bhf.org.uk

Contact Type

☒ Applicant/Co-Applicant
☒ Reviewer
☒ Application Approver

Please select one or more contact types depending on your role

Title Dr

Firstname John

Lastname Smith

Initials

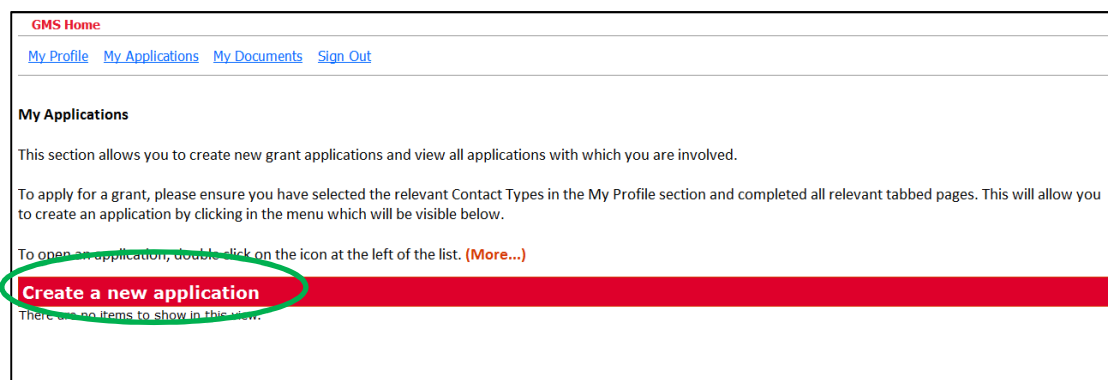
Known As

Change Password? ☐

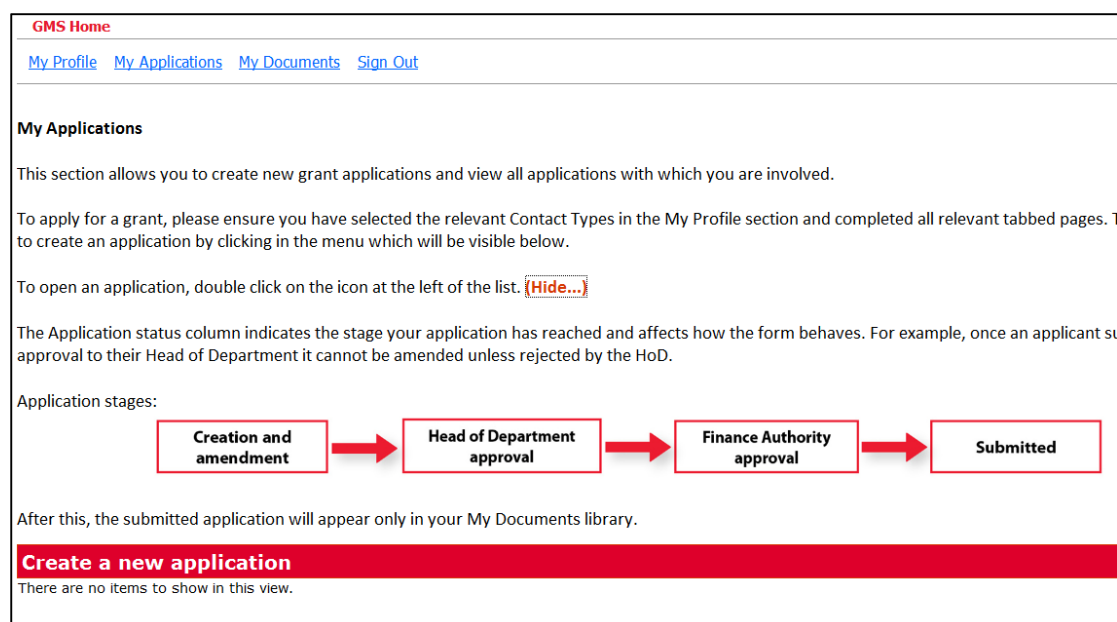
This will open the screen My Applications, which shows all applications in the system that you are currently authorised to edit; i.e. all draft applications that have yet to be completed and submitted, or applications that you need to sign off as a co-applicant.

Tip: If you don't see the menu bar or My Applications, you have not registered your Contact Type correctly or completed all the mandatory fields. Please return to the My Registration tab in My Profile, tick the right Contact Type box and complete any fields showing a red asterisk. If you are an Approver only contact type, you will not see My Applications or Start a new application option in the red bar. If you want to apply for a grant, click the Applicant/Co-applicant box and complete the My CV and My Area of Expertise tabs and press Save Details.



If you have yet to apply for a grant the My Applications page will be empty, and you will see only the red menu bar with the choice to select **Create a new application** in the bar.



Clicking on the word **More** opens a graphic illustrating the lifecycle of a grant application.



If you have applications pending further edits or waiting for approval they will appear in a list as below:

GMS Home							
My Profile My Applications Applications to Review My Documents Sign Out							
My Applications							
This section allows you to create new grant applications and view all applications with which you are involved.							
To apply for a grant, please ensure you have selected the relevant Contact Types in the My Profile section and completed all relevant tabbed pages. This v to create an application by clicking in the menu which will be visible below.							
To open an application, double click on the icon at the left of the list. (More...)							
Create a new application							
Type	Application Title	Applicant	Action by	Date Created	Modified ↓	Application Status	Name
	Application for a Programme Grant	Smith, J	Smith, J	20/11/2012 15:12:41	06/12/2012 15:35:46	Draft	Sara_Clarke-Grant_Application-20_11_2012_15_19_42.xml
	Project Grant Application	Smith, J	Johnston, J	16/11/2012 15:07:00	06/12/2012 15:35:13	Submitted to CoApplicant 1	Sara_Clarke-Grant_Application-16_11_2012_15_19_37.xml

The **application status** is shown in the relevant column. Rolling the cursor over a column heading exposes an arrow allowing the user to sort the applications by name, date, status, etc.

To start a new application click on “**Create a new application**”. To work on an existing application click on its page icon at the left.

Application pages for each grant type follow a standard layout, in which details of applicant names, grant title, abstract, duration, costs etc. are entered followed by attachment of a single PDF file containing the main text of the application and any supplementary information. When complete, the principal applicant (PI) submits the application. For full applications, emails are automatically generated and sent to [co-applicants](#) requesting them to sign into the GMS to view and approve the application, and then similar emails are sent to the [Head of Department](#) and [administrative authority](#).

Only the PI can view an application through the whole process. Once the application is submitted by the PI it is converted to read-only format. Only if the application is rejected at any stage (by co-applicant, head of department or administrative authority), when the approval process restarts, can the file be modified further by the PI.

When an application has been approved by the administrative authority it no longer appears on your My Applications page, but is converted to a single read-only PDF file and is listed on your [My Documents](#) page. It will also be listed in the co-applicant(s)' and the administrative authority's My Documents page.

5.1 Application types

When you click on “Create a new application” to create an application this selection screen is presented:

The screenshot shows the 'APPLICATION FOR A GRANT' selection screen. At the top left is the British Heart Foundation logo. The title 'APPLICATION FOR A GRANT' is centered in red. Below the title is a horizontal bar with six red tabs: 'Principal Investigator Details', 'Supervisor Details', 'Application Details', 'Support Requested', 'Additional Stakeholders', and 'Additional Information'. A note states: 'Please note: A red dotted line around a field indicates that you need to amend the data you have entered into that field. Fields with a red asterisk (*) are mandatory.' Below this is a form with the label 'Please select the type of grant you wish to apply for:' followed by a dropdown menu showing 'Select...'. A green box highlights the 'Continue' button on the right.

Select the type of grant you wish to apply for from the pick list and click on “Continue”.

For New Horizons, Programme, Special Project or Clinical Study applications you first need to complete a [preliminary outline](#) and the screen will prompt you to do so.


The screenshot shows the 'APPLICATION FOR A SPECIAL PROJECT' selection screen. At the top left is the British Heart Foundation logo. The title 'APPLICATION FOR A SPECIAL PROJECT' is centered in red. Below the title is a horizontal bar with six red tabs: 'Principal Investigator Details', 'Co-Applicant Details', 'Application Details', 'Support Requested', 'Additional Stakeholders', and 'Additional Information'. A note states: 'Please note: A red dotted line around a field indicates that you need to amend the data you have entered into that field. Fields with a red asterisk (*) are mandatory.' Below this is a form with the label 'Please select the type of grant you wish to apply for:' followed by a dropdown menu showing 'Special Project'. A 'Continue' button is on the right. A green box highlights a section at the bottom with the question 'Have you completed a preliminary outline for this application?' and two radio buttons labeled 'Yes' and 'No'.

For all [full applications](#), the format is similar, with six sets of information to be completed after clicking on each of the six red headings across the top of the page, described in more detail below.

5.2 Preliminary applications

These are only required for New Horizons, Programme, Special Project or Clinical Study applications.

Your contact and other registration details from the GMS My Profile area are pre-populated onto the form. Asterisked fields are indicated where you still need to enter data, e.g. “% of time devoted to this project”.



PRELIMINARY APPLICATION FOR A SPECIAL PROJECT

Please note: A red dotted line around a field indicates that you need to amend the data you have entered into that field. Fields with a red asterisk (*) are mandatory.

Principal Investigator

Surname: Smith	Title: Dr	Forename: John	Initials:
Degrees / suffixes: e	Date of birth: 		
Nationality: d			
% of time devoted to this project: <input type="text"/>			

If No is selected for the question, “Is this address where the research will take place?”, a new box appears with free text fields asterisked in red, to indicate it is compulsory for you to enter the Place of Research name and address details (see screenshot below). If you clicked No in error, clicking Yes will deselect that box option.

Is this address where the research will take place? ☐ Yes ☒ No

Place of Research

Department:	<input type="text"/>	County:	<input type="text"/>
Division:	<input type="text"/>	Post Code:	<input type="text"/>
Institution:	Please enter the institute below & click the 'Find Institute' button		
	<input type="text"/>		
		Telephone:	<input type="text"/>
Address Line 1:	<input type="text"/>	Fax:	<input type="text"/>
Address Line 2:	<input type="text"/>	Email:	<input type="text"/>
Town / City:	<input type="text"/>		
Date you intend to move to this address:	<input type="text"/>		

Application Details: Provide the details requested. The title box has a rich text editor (RTE) which you can use to reformat if cutting and pasting information from another document.

Application Details

Title of proposed research: * Edit

Is this a continuation of a current BHF programme of work? ☐ Yes ☒ No

If you click **Yes** to the question “Is this a continuation of a current BHF programme of work” you will be asked to provide the award number, a summary of aims and achievements of the previous grant and the end date.

Tip: If the text limit is exceeded the text box will be surrounded by a hatched red line, and the text must be edited to the correct limit before it can be saved. The “Summary of aims and achievements” box has a limit of 2500 characters including spaces and formatting.

The Additional Information box allows you to attach a single PDF file containing the information specified in the numbered checklist. Use the “Upload a file” button to browse to and upload the file you want to upload. The file can be viewed after attachment by clicking on the file name, and removed/replaced by clicking on the “Manage Attachment” button.

Additional Information

Please attach a single PDF (using the button at the bottom of the screen) containing the following information in the order listed:

1. Name, Department and Institute for each co-applicant (maximum of 4 co-applicants allowed)
2. Background to your proposal
3. Research proposals for the next 5 years (or 3 years for New Horizons), including objectives and the main methods to be used to tackle the research aims
4. Your objectives in the longer term
5. An explanation of why the research requires programme rather than project grant support (not relevant to New Horizons)
6. Summary of expected costs
7. Relevant current and recent grants held by Principal Investigator and Co-applicants
8. List of the Principal Investigator's and Co-applicant(s) relevant publications

Sections 1-6 must not exceed 3 A4 sides.

Please ensure Arial font size 12 is used. If this font size is not used, the application will be rejected prior to formal consideration.

Attachment: Upload a file Manage Attachment

Tip: The maximum PDF file size that GMS can handle is 20 MB. Larger files will not be attached by the system.

An incomplete application can be saved at any stage by clicking on the “Save As Draft” button at the bottom of the page. The current version of the application will then be listed in and retrievable from My Applications.

Please note: A red dotted line around a field indicates that you need to amend the data you have entered into that field. Fields with a red asterisk (*) are mandatory.

When complete, submit the preliminary application by clicking on the button “Submit to BHF for review”. This sends the preliminary form to BHF.

You will receive a screen message confirming successful submission. If there are any errors or compulsory fields not filled in this will be indicated at this message screen.

Tip: On submission the file can no longer be edited. Within a few minutes (and requiring screen refresh to detect) the version that could previously be viewed in My Applications will move and appear as a single non-editable PDF file in My Documents.

5.3 Full applications

For all full applications, the format is similar, with six sets of information to be completed after clicking on each of the six red headings across the top of the page, each of which opens a new page.

5.4 Page 1

(Headed Principal Investigator, Principal Supervisor or Fellow Details – depending on grant type selected). Project Grants, Programme Grants, Special Projects, Clinical Study and New Horizon grants will show Principal Investigator on the first tab. For Clinical Research Training Fellowships or PhD studentships, this page is for details of the Principal Supervisor. For Intermediate or Senior Fellowships, this page is for details of the fellow.

Relevant fields are pre-populated from My Profile.

APPLICATION FOR A CLINICAL STUDY

British Heart Foundation

Principal Investigator Details Co-Applicant Details Application Details Support Requested Additional Stakeholders Additional Information

Please note: A red dotted line around a field indicates that you need to amend the data you have entered into that field. Fields with a red asterisk (*) are mandatory.

Email Draft Application to me Return to My Applications Save As Draft Continue

Principal Investigator

N.B. Incomplete pages can be saved at any stage by clicking on the “Save As Draft” button at the top or bottom of the page. Ensure you save drafts at regular intervals. The current version of the application will then be listed in and retrievable from My Applications. The “Continue” button moves you to the next page of the application. Alternatively, any page can be accessed by clicking its red heading. The “Return to My Applications” button checks that you wish to close the draft form before doing so. The “Email Draft Application to me” button sends the application as a PDF file to your email account where you can print a copy or forward it to appropriate parties.

Please note: A red dotted line around a field indicates that you need to amend the data you have entered into that field. Fields with a red asterisk (*) are mandatory.

Return to My Applications Save As Draft Continue

Although draft and incomplete versions of the application are saved whenever the “Save as Draft” button is clicked, and can be retrieved for further editing, the GMS only displays the separate XML pages. Following final approval of the application, if you are the applicant, co-applicant or administrative authority the XML version will be lost from “My Applications” and a single non-editable PDF file version of the complete application will be accessible from your “My Documents” page.

If No is selected for the question, “Is this address where the research will take place?”, a new box appears with free text fields asterisked in red, to indicate it is compulsory for you to enter the Place of Research name and address details (see screenshot below). If you clicked No in error, clicking Yes will deselect that box option.

The screenshot shows a web form titled "Is this address where the research will take place?". It has two radio buttons: "Yes" and "No". The "No" button is selected and circled in green. Below this is a section titled "Place of Research" with a pink header. This section contains several fields, all of which have a red asterisk indicating they are compulsory. The fields are: Department, County (a dropdown menu), Division, Postcode, Institution (a dropdown menu), Telephone, Address Line 1, Fax, Address Line 2, Email, Town / City, and Date you intend to move to this address (with a calendar icon). The "Institution" dropdown menu is highlighted with a green border.

Institution: select your institution from the dropdown list. **If the UK institution you are looking for is not listed, select “Other”, and enter your Institution name into the ‘Other Institution’ box that will appear.**

5.5 Page 2

(For entry of Co-applicant, Supervisor or Secondary Supervisor Details – depending on grant type selected)

APPLICATION FOR A SPECIAL PROJECT

Principal Investigator Details | **Co-Applicant Details** | Application Details | Support Requested | Additional Stakeholders | Additional Information

Please note: A red dotted line around a field indicates that you need to amend the data you have entered into that field. Fields with a red asterisk (*) are mandatory.

[Return to My Applications](#) [Save As Draft](#) [Continue](#)

Please enter a maximum of 10 co-applicants

Co Applicant 1

Surname:

Application forms for Project, Special Project, New Horizons, Programme and Clinical Study Grants allow a maximum of ten co-applicants.

Tip: Please ensure you input the correct email address for any co-applicant, the Head of Department and Administrative Authority or the email asking them to approve the application will not be received by them and you may need to start a new application.

Application forms for Clinical Research Training Fellowships, MBPhD Studentships and Non-clinical PhD Studentships require details for the principal supervisor on [Page 1](#). Page 2 allows details for a second supervisor to be entered. BHF regards it as good practice for all PhD/MD/MS students to have two named supervisors. Details of the student are entered on [Page 4](#) "Support Requested".

Application forms for all other Fellowships require details of the Fellow on [Page 1](#). Page 2 requires details of a principal supervisor, and optionally a second supervisor. For a Senior Fellowship application the so-called "principal supervisor" is likely to be the Head of Department. However, it should be noted that at present the GMS requires that the person giving [approval to an application as Head of Department](#) is not the PI or any named co-applicant or supervisor, so an alternative appropriate senior staff member will have to approve the application in this case.

5.6 Page 3 – application details

This page is for entry of the grant title, keywords, scientific abstract and lay summary, and details of animal or human tissue usage. Complete all fields as requested.

Title: text entered or pasted into this field can be formatted using the RTE editor. Use the Paste icon if pasting from another document. To ensure your title saves correctly after entering click into another field or into the white screen.

APPLICATION FOR A SPECIAL PROJECT

Principal Investigator Details | Co-Applicant Details | **Application Details** | Support Requested | Additional Stakeholders | Additional Information

Please note: A red dotted line around a field indicates that you need to amend the data you have entered into that field. Fields with a red asterisk (*) are mandatory.

[Return to My Applications](#) [Save As Draft](#) [Continue](#)

Application Details

Title of proposed research: [Edit](#)

Keywords describing research and techniques

Please classify the proposed research by selecting one UKCRC Research Activity Code and up to 10 BHF Subject Codes. You can then add up to 10 further keywords or phrases, if you feel that the pre-specified terms are inadequate, but please keep these entries to a minimum.

Research activity: * [View all Research Activities and Subject Codes](#)

Subject code: *

[Add a new subject code](#)

Keywords defining the research and techniques to be used in the grant need to be entered in three fields. The keywords will be used by the BHF to assist in the grant review process, based on matching keywords to keywords supplied by potential reviewers.

“Research Activity” allows a single choice from a pick list. This list is derived directly from the UKCRC Health Research Classification system, and is being used by UK biomedical research funders to classify grant applications in a consistent and comparable manner.

“Subject Codes” allows up to 10 choices from a pick list. This is a BHF-specific list in four broad topic groups (Biology, Disease Process, Risk Factors and Subgroups, Treatments and Modalities), arranged alphabetically within each topic group.

“Keywords” allows a free format input of further keywords that you believe are important to describe your application, but are not covered in the previous two lists.

Text boxes: N.B. these have character limits. Scientific Abstract = 1500 characters including spaces; Lay Summary, Describe the research = 1000 characters including spaces; Goal of research = 300 characters including spaces; Potential benefit of research = 300 characters including spaces. If the limit is exceeded the

text box will be surrounded by a hatched red line, and the text must be edited to the correct limit before it can be saved.

[illegible]

The “Scientific abstract” box has a text editor; the other Lay Summaries boxes do not. If copying from another document, some formatting may be lost.

Summaries

Scientific abstract:

*

Edit

Grant duration: The Start Date box can be filled by direct typing in the format dd/mm/yyyy, or by using the dropdown calendar.

Further Details

Insert grant duration to nearest full year: If duration is 3 months, insert 1 year. If duration is 1.5 years, insert 2 years etc

Proposed start date of grant:

Proposed duration of grant:

Note that GMS at present only allows entry here of integral years for grant duration. Applications for a grant of e.g. 18 months should ensure that this is made clear on [Page 4](#) "Support Requested", where the post duration for staff can be entered with decimal fractions of a year (e.g. 1.5), and should also be noted in the final free text box giving the justified exact breakdown of grant duration and costs.

Explanation of overlap: The last free text box on this page should be used to provide a clear summary, particularly where any applicant already holds grants with similar titles. This box is limited to 2,500 characters including spaces.

Explain how this application does not overlap with any existing work scientifically or financially:

5.7 Page 4 – support requested

This page is for entry of details of staff to be employed on the grant and consumable and equipment expenditure. Complete all fields as requested.



APPLICATION FOR A PROJECT GRANT

Principal Investigator Details	Co-Applicant Details	Application Details	Support Requested	Additional Stakeholders	Additional Information
-----------------------------------	-------------------------	------------------------	------------------------------	----------------------------	---------------------------

Please note: A red dotted line around a field indicates that you need to amend the data you have entered into that field. Fields with a red asterisk (*) are mandatory.

[Return to My Applications](#) [Save As Draft](#) [Continue](#)

Details of Support Requested

Basic salary (including increments) must be shown separately from London Allowance, National Insurance and Superannuation. BHF will honour nationally agreed pay awards. Do not include a provision for pay awards on salaries or inflation on consumables.

If you are a Supervisor applying on behalf of a CRTF or named PhD student, add their name in the Details of Support Requested area. If you are an Intermediate or Senior Fellow or a PI, details of named support staff should be entered here.

Details of Support Requested

Basic salary (including increments) must be shown separately from London Allowance, National Insurance and Superannuation. BHF will honour nationally agreed pay awards. Do not include a provision for pay awards on salaries or inflation on consumables.

Fellow

Post 1

Job title:	Post duration:	% Full time:	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

Title:	Forename:	Initials:	Surname:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Nationality:	Date of birth:		
<input type="text"/>	<input type="text"/>		
Degrees:	Date of PhD (if applicable):		
<input type="text"/>	<input type="text"/>		
Current annual basic salary:	Source of funding:	End date:	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

Post duration: can specify decimal fractions of a year (e.g. 1.5), but can't be more than the total grant duration.

Date boxes: can be filled by direct typing in the format dd/mm/yyyy or by using the dropdown calendar.

For named posts: GMS mandates entry of current salary and end date. For those who have not held a salary, £0 with an arbitrary end date can be entered. For those

who have held a salary but are currently not salaried, enter the last salary amount and end date.

Post 1

Job title: Post duration: % Full time:

Named post? ☒ Yes ☐ No

Title: Forename: Initials: Surname:

Nationality: Date of birth:

Degrees: Date of PhD (if applicable):

Current annual basic salary: Source of funding: End date:

Year 1 basic annual Salary Scale, Grade, Spine Point: Increment date:

To add more staff, named or unnamed, click the “Insert new Staff Member” button. Depending on the grant type your options to insert another staff member may be limited. If in doubt, read the [research grant guidelines](#) on the BHF web site.

	Basic Salary	London Allowance (if applicable)	NI	Superannuation	Total (£)
Year 1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	£0
Year 2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	£0
Year 3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	£0
Year 4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	£0
Year 5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	£0
Total (£)	£0	£0	£0	£0	£0

☒ Insert new Staff Member

For all the costs requested provide a clear and full justification in the box provided, within the limit of 20,000 characters including spaces and formatting.

Final Support Requested

Salaries: £0 Consumables: £0

Equipment: £0 Total: £0

Proposed duration in months:

Breakdown of all costs with written justification for support requested:

5.8 Page 5 – additional stakeholders

This page is for entry of details of any collaborators, and the Head of Department and Administrative Authority responsible for approval of grant submission. Complete all fields as requested.

APPLICATION FOR A PROJECT GRANT

Principal Investigator Details **Co-Applicant Details** **Application Details** **Support Requested** **Additional Stakeholders** **Additional Information**

Please note: A red dotted line around a field indicates that you need to amend the data you have entered into that field. Fields with a red asterisk (*) are mandatory.

[Return to My Applications](#) [Save As Draft](#) [Continue](#)

Additional Stakeholder(s)

Are collaborators involved? ☐ Yes ☒ No

You will be asked to supply a letter of collaboration for each collaborator at the end of this application

Head of Department

Title: Forename: Initials: Surname:

Institute:

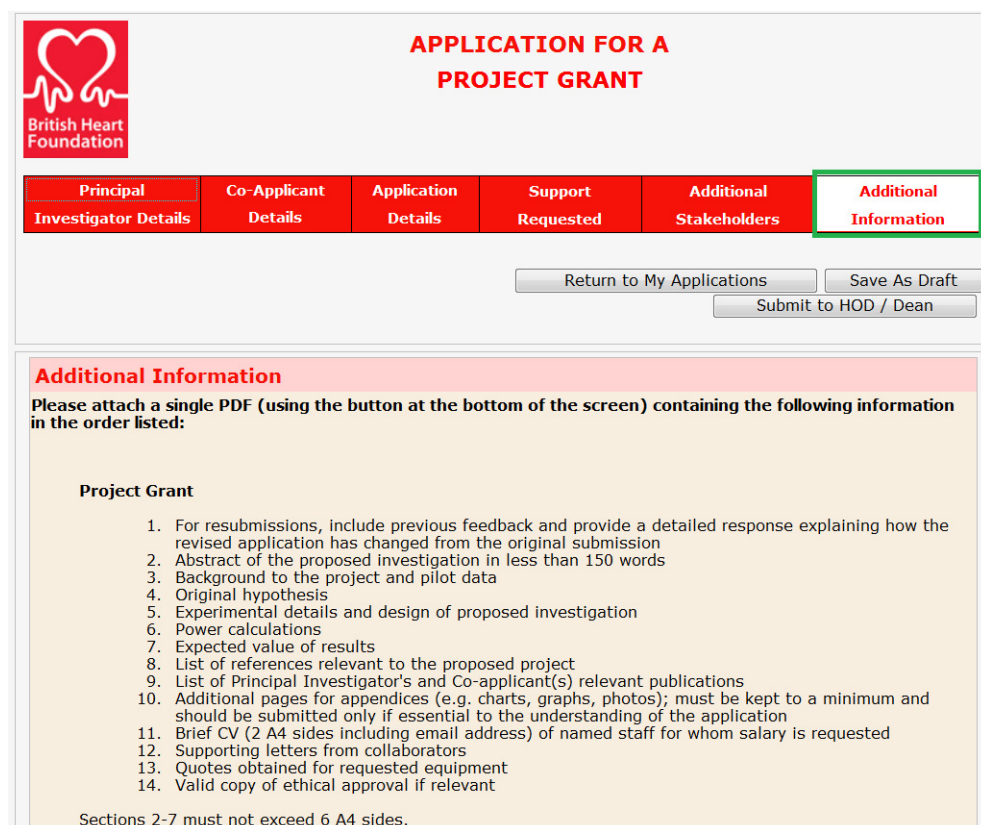
Institution/Payee: select from the dropdown lists.

Institution: If the UK institution you are looking for is not listed, select "Other", and enter your Institution name into the 'Other Institution' box that will appear.

N.B. At present, the GMS requires that the person giving approval as Head of Department is not the PI or any named co-applicant or supervisor. Therefore, if the Head of Department is already named elsewhere on the application, an appropriate alternative senior member of staff will need to approve the application. Please ensure the same email address is not entered more than once on the form.

Tip: Please ensure you input the correct email address for any co-applicant, the Head of Department and Administrative Authority or the email asking them to approve the application will not be received by them and you may need to start a new application.

5.9 Page 6 – additional information



APPLICATION FOR A PROJECT GRANT

British Heart Foundation

Principal Investigator Details | Co-Applicant Details | Application Details | Support Requested | Additional Stakeholders | **Additional Information**

Return to My Applications | Save As Draft | Submit to HOD / Dean

Additional Information

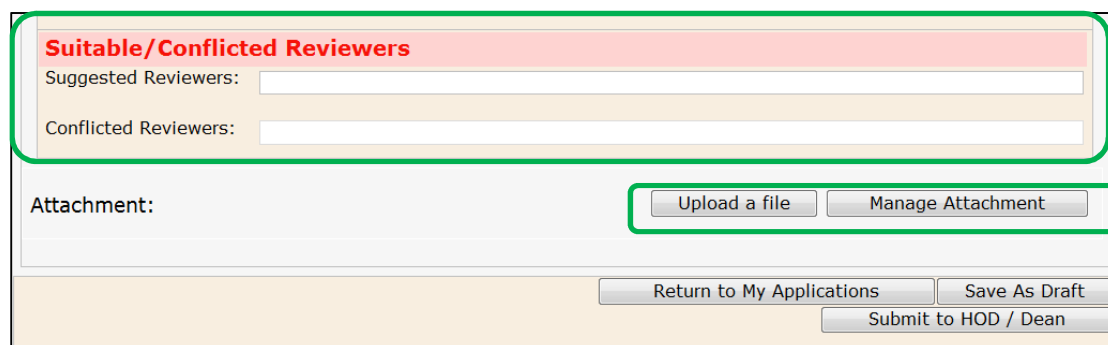
Please attach a single PDF (using the button at the bottom of the screen) containing the following information in the order listed:

Project Grant

1. For resubmissions, include previous feedback and provide a detailed response explaining how the revised application has changed from the original submission
2. Abstract of the proposed investigation in less than 150 words
3. Background to the project and pilot data
4. Original hypothesis
5. Experimental details and design of proposed investigation
6. Power calculations
7. Expected value of results
8. List of references relevant to the proposed project
9. List of Principal Investigator's and Co-applicant(s) relevant publications
10. Additional pages for appendices (e.g. charts, graphs, photos); must be kept to a minimum and should be submitted only if essential to the understanding of the application
11. Brief CV (2 A4 sides including email address) of named staff for whom salary is requested
12. Supporting letters from collaborators
13. Quotes obtained for requested equipment
14. Valid copy of ethical approval if relevant

Sections 2-7 must not exceed 6 A4 sides.

You may supply details of suitable reviewers (who may or may not be used) or those considered to have a conflict of interest in this section.



Suitable/Conflicted Reviewers

Suggested Reviewers:

Conflicted Reviewers:

Attachment:

Return to My Applications | Save As Draft | Submit to HOD / Dean

Attach a single PDF file containing the information specified on the form, using the “Upload a file” button. The file can be viewed after attachment by clicking on the file name, and removed/replaced by clicking on the “Manage Attachment” button. **N.B. The maximum PDF file size that GMS can handle is 20 MB: larger files will not be attached by the system.**

When you have completed the whole application form, it should be saved by clicking the “Save as Draft” button. At this stage the application can be re-opened and edited by clicking on its icon in My Applications.

As already noted above ([section 5.4](#)), although draft and incomplete versions of the application are saved whenever the “Save as Draft” button is clicked, and can be retrieved for further editing, the GMS only displays the separate XML pages. Following final approval of the application, if you are the applicant, the XML version will be lost from “My Applications” and a single non-editable PDF file version of the complete application will be accessible from your “My Documents” page. It will also be listed in the co-applicant(s)’ and the administrative authority’s My Documents page.

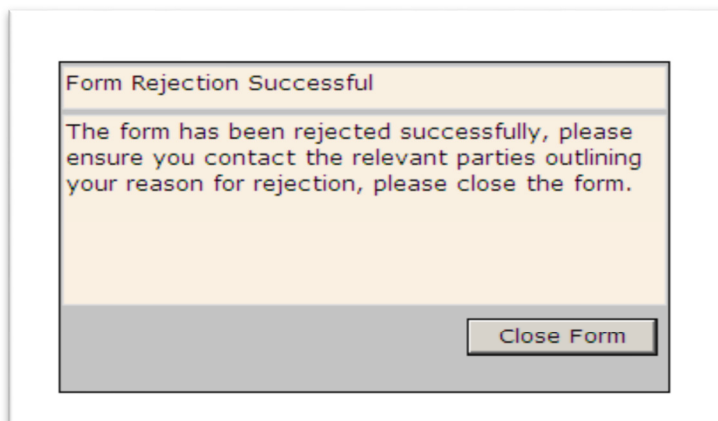
5.10 Submission of an application

The application is submitted by clicking on the “Submit to HOD/Dean” or “Submit to Co-applicants” button on Page 6. If you have failed to complete the application correctly, the system will tell you so and provide information about what needs to be corrected before allowing you to submit.


On successful submission of the application, the version in My Applications becomes read-only. Emails are automatically generated and sent sequentially to [co-applicants](#) requesting them to sign into the GMS to view and approve the application, and then similar emails are sent sequentially to the [Head of Department](#) and [administrative authority](#). You can keep track of the status of the application by viewing your [My Applications](#) and [My Documents](#) page.

If any approver rejects the application the system acknowledges this, and the application’s status changes to “**Reject**” in your My Applications page. You will then be able to re-edit the application and restart the approval process.

Anyone who rejects an application is requested by the system to email the PI to let him know and to explain their decision.




When the final approval step has been carried out successfully (by the Administrative Authority) the application is removed from your My Applications page and appears in your [My Documents](#) page as a single non-editable PDF file. It will also be listed in the co-applicant(s)’ and the administrative authority’s My Documents page.

My Documents				
This library contains read only versions of all grant applications you have submitted and been asked to review, and all reviews you have submitted.				
Actions ▾				
Type	Application Title	Author	Modified	Name
	Project Grant Application	Sara Clarke	07/12/2012 11:39	30013_Clarke_Sara_Application-16_11_2012_15_19_37

6. Information for principal investigators – my documents

This page contains read-only PDF versions of all grant applications you have successfully submitted.

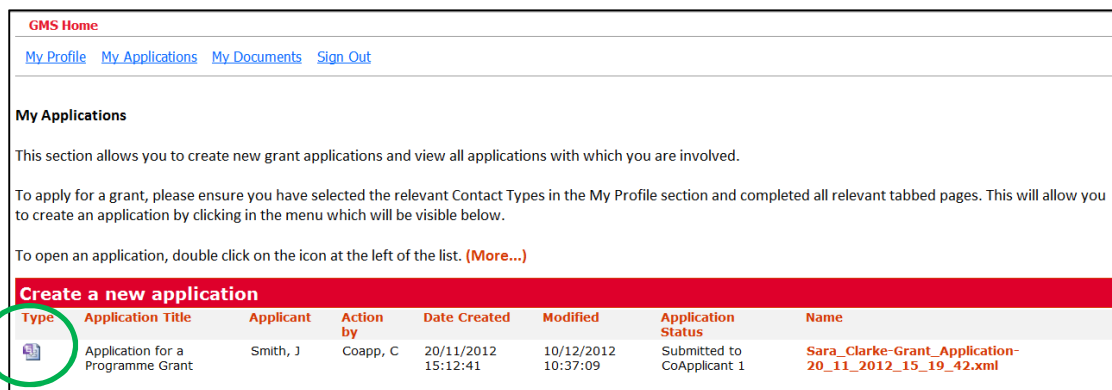
My Documents				
This library contains read only versions of all grant applications you have submitted and been asked to review, and all reviews you have submitted.				
Actions ▾				
Type	Application Title	Author	Modified	Name
	Project Grant Application	Sara Clarke	07/12/2012 11:39	30013_Clarke_Sara_Application-16_11_2012_15_19_37

7. Information for co-applicants

Application pages for each grant type follow a standard layout, in which details of applicant names, grant title, abstract, duration, costs etc. are entered on six online form pages, followed by attachment of a single PDF file containing the main text of the application and any supplementary information. When complete, the principal applicant (PI) submits the application. Emails are automatically generated and sent sequentially to co-applicants requesting them to sign into the GMS to view and approve the application, and then similar emails are sent sequentially to the Head of Department and administrative authority. Please ensure your email system is set up to accept emails from the BHF; check your junk mail/spam box if you do not see an expected email, or call the GMS helpline if you have any issues.

New users of the GMS will be sent an email with their log in details. They should sign into the GMS with the password provided and complete the My Profile section of the GMS, as described in section 4, starting at My Registration tab before they can select and view the application in the My Applications page

Existing users should sign in and open the [My Applications](#) page. Applications for approval show “Submitted to Co-Applicant 1/2/3” (depending on the number order of each co-applicant) in the “Application Status” column. Open an application by clicking on the page icon at the left.



GMS Home

[My Profile](#) [My Applications](#) [My Documents](#) [Sign Out](#)


My Applications

This section allows you to create new grant applications and view all applications with which you are involved.

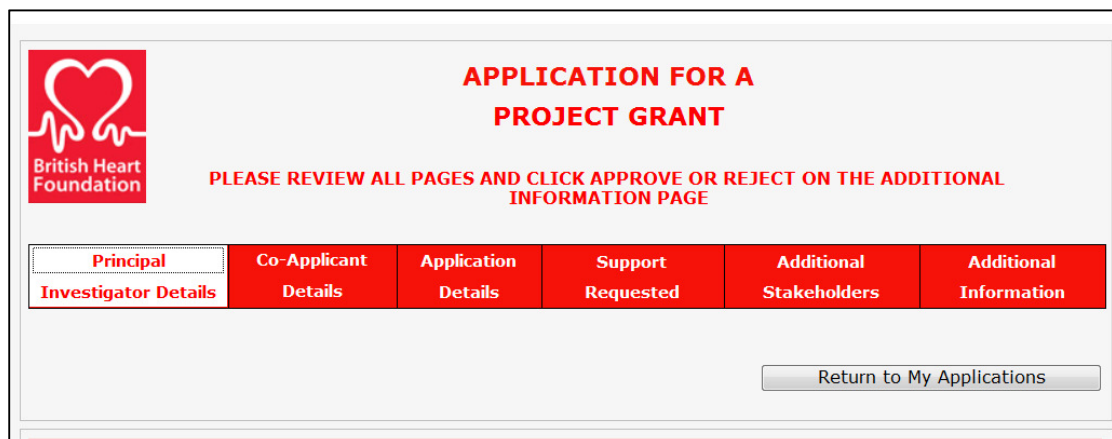
To apply for a grant, please ensure you have selected the relevant Contact Types in the My Profile section and completed all relevant tabbed pages. This will allow you to create an application by clicking in the menu which will be visible below.


To open an application, double click on the icon at the left of the list. ([More...](#))

Create a new application

Type	Application Title	Applicant	Action by	Date Created	Modified	Application Status	Name
	Application for a Programme Grant	Smith, J	Coapp, C	20/11/2012 15:12:41	10/12/2012 10:37:09	Submitted to CoApplicant 1	Sara_Clarke-Grant_Application-20_11_2012_15_19_42.xml

You can review the whole application (read only) by clicking on each of the six red buttons in turn as well as the PDF attachment in the Additional Information tab.





APPLICATION FOR A PROJECT GRANT

PLEASE REVIEW ALL PAGES AND CLICK APPROVE OR REJECT ON THE ADDITIONAL INFORMATION PAGE

Principal	Co-Applicant	Application	Support	Additional	Additional
Investigator Details	Details	Details	Requested	Stakeholders	Information

[Return to My Applications](#)

On the last page – Additional Information - there is an “Approve” and a “Reject” button: **N.B. as soon as you press one of these you are indicating approval/rejection of the whole application, not just the last page**

The screenshot shows the 'APPLICATION FOR A PROJECT GRANT' interface. At the top left is the British Heart Foundation logo. The title 'APPLICATION FOR A PROJECT GRANT' is centered. Below it, a red instruction bar says 'PLEASE REVIEW ALL PAGES AND CLICK APPROVE OR REJECT ON THE ADDITIONAL INFORMATION PAGE'. A horizontal navigation bar contains six tabs: 'Principal Investigator Details', 'Co-Applicant Details', 'Application Details', 'Support Requested', 'Additional Stakeholders', and 'Additional Information' (which is highlighted with a blue vertical bar). Below the tabs, on the right, are 'Approve' and 'Reject' buttons, both enclosed in a green rectangular box. Below these is a 'Return to My Applications' button. The main content area is titled 'Additional Information' and contains the text: 'Please attach a single PDF (using the button at the bottom of the screen) containing the following information in the order listed:'. Below this text is a yellow box with the heading 'Project Grant'.

When you press the **Approve** button, you will be asked to tick a declaration box:

The screenshot shows the 'APPLICATION FOR A PROJECT GRANT' interface, specifically the 'Declaration' page. The layout is similar to the previous page, with the 'Additional Information' tab highlighted in the navigation bar. The main content area is titled 'Declaration' and contains the text: 'Please read the following declaration and tick the box at the bottom to indicate that you agree with the statements.' Below this, there are two paragraphs of text: 'I have read and will comply with the BHF [Standard Conditions of Grant](#) and consent to the information I have provided in this application being used accordingly.' and 'I also agree to advise the BHF of any change to my status within the host institution, or any scientific, managerial or administrative issue, which might affect the direction of the research.' At the bottom, there is a line of text: 'Please tick this box to state that you agree with the declaration above:' followed by an unchecked checkbox.

When you approve the application the system acknowledges this, and the application will no longer be available to you in your My Applications page. Following final approval, you will have access in your GMS My Documents page to a single PDF file containing the full application.

Thank you

Thank you for submitting the application. An acknowledgment will be sent to the Principal Applicant once the form has been submitted to the BHF.

Close Form

If you reject the application the system acknowledges this. The application will no longer be available to you in the GMS. The application's status changes in the PI's My Application page and the PI will be able to edit the application and restart the approval process. If you reject an application the system will ask you to email the PI to let him know and to explain your decision.

8. Information for heads of department and administrative authorities

Application pages for each grant type follow a standard layout, in which details of applicant names, grant title, abstract, duration, costs etc. are entered on six online form pages, followed by attachment of a single PDF file containing the main text of the application and any supplementary information. When complete, the principal applicant (PI) submits the application. Emails are automatically generated and sent sequentially to any co-applicants requesting them to register on the GMS to view and approve the application, and then similar emails are sent sequentially to the Head of Department and administrative authority. Please ensure your email system is set up to accept emails from the BHF; check your junk mail/spam box if you do not see an expected email, or call the GMS helpline if you have any issues.

Tip: [Help the Postman](#) website gives advice on how to mark emails as safe, depending on what system you use.

N.B. At present, the GMS requires that the person giving approval as Head of Department is not the PI or any named co-applicant or supervisor. Therefore, if the Head of Department is already named elsewhere on the application, an appropriate alternative senior member of staff will need to approve the application.


New users of the GMS will receive an email inviting them to sign into GMS, with the password provided, and complete the My Profile section of the GMS, as described in section 4, starting at My Registration tab.

Existing users should sign in and open the [My Applications](#) page. Applications for approval are noted in the “Application Status” column.

GMS Home
[My Profile](#) [My Applications](#) [My Documents](#) [Sign Out](#)

My Applications
This section allows you to create new grant applications and view all applications with which you are involved.
To apply for a grant, please ensure you have selected the relevant Contact Types in the My Profile section and completed all relevant tabbed pages. This will allow you to create an application by clicking in the menu which will be visible below.
To open an application, double click on the icon at the left of the list. [\(More...\)](#)

Create a new application

Type	Application Title	Applicant	Action by	Date Created	Modified	Application Status	Name
	Application for a Programme Grant	Smith, J	Head, H	20/11/2012 15:12:41	10/12/2012 10:54:59	Submitted to Head of Department	Sara_Clarke-Grant_Application-20_11_2012_15_19_42.xml

You can review the whole application (read only) **by clicking on each of the six red buttons in turn**. Financial details are on the page accessed by clicking “Support Requested”.

APPLICATION FOR A PROJECT GRANT

PLEASE REVIEW ALL PAGES AND CLICK APPROVE OR REJECT ON THE ADDITIONAL INFORMATION PAGE

Principal Investigator Details	Co-Applicant Details	Application Details	Support Requested	Additional Stakeholders	Additional Information
--------------------------------	----------------------	---------------------	-------------------	-------------------------	------------------------

Approve Reject

Return to My Applications

Additional Information

Please attach a single PDF (using the button at the bottom of the screen) containing the following information in the order listed:

On the last page – Additional Information - there is an “Approve” and a “Reject” button: **N.B. as soon as you press one of these you are indicating approval/rejection of the whole application, not just the current page**

When you approve the application the system acknowledges this, and the application will no longer be available to you in the GMS. Following final approval, the PI, co-applicant(s) and administrative authority will have access in the GMS My Documents page to a single PDF file containing the full application.

If you reject the application the system acknowledges this. The application will no longer be available to you in the GMS. The application’s status changes in the PI’s My Application page and the PI will be able to edit the application and restart the approval process. **The system asks that you email the PI to let him know of your decision and to explain it.**

Once the form has been approved by the Administrative Authority it is submitted to the BHF you will receive a screen message confirming successful submission.

Thank you

Thank you for submitting the application. An acknowledgment will be sent to the Principal Applicant once the form has been submitted to the BHF.

Close Form

9. Information for reviewers

Assigned reviewers are contacted by email, asking whether they can review a specific application. To view the application and complete a review form, you will need to access the GMS.

Please note: GMS supports Microsoft Internet Explorer and Apple Safari (running on a MAC) browsers. Alternative browsers, e.g. Firefox and Chrome, are not currently supported.

New users of the GMS will be sent an email with a password. They should sign into the GMS tick the “Reviewer” Contact Type box in the My Registration tab and first complete the My Contact Details and My Areas of Expertise tabs in the My Profile section, before they can open their “Applications to Review” page. Reviewers do not need to complete the My CV tab.

Existing users should log in, check that “Reviewer” is ticked in “My Registration Details”, and open their “Applications to Review” page.

GMS Home

[My Profile](#) [My Applications](#) [Applications to Review](#) [My Documents](#) [Sign Out](#)

YOU ARE HERE: [GMS Home](#) > [My Registration](#)

Welcome John Smith

Please complete the information in the tabbed sections below.

[Save Details](#)

My Registration **My Contact Details** **My CV** **My Area of Expertise**

To be completed by all users.
If the email you registered with has changed, please contact the GMS Helpdesk on 020 7554 0442 or e-queries@bhf.org.uk

Contact Type

- ☐ Applicant/Co-Applicant
- ☒ Reviewer
- ☐ Application Approver

Please select one or more contact types depending on your role

Title Mr.

Firstname John

Lastname Smith

Initials

Known As

If you have any difficulties, please contact the GMS helpline with your query; either by email: e-queries@bhf.org.uk or by telephone: 020 7554 0442 (between 09:00 and 17:00, Monday to Friday excluding bank holidays).

To access an application, double click on the left-hand icon. This opens a review form with a link to a PDF file containing the full application. (This file is also available from your “My Documents” page). Applications for review can be sorted by “Due Date”.

GMS Home

[My Profile](#) [My Applications](#) [Applications to Review](#) [My Documents](#) [Sign Out](#)

Applications to Review

Listed below are the review forms for all of the research grant applications you have been asked to review. To open a document, double click on the icon at the left of the list. A review cannot be saved in draft form; once submitted, it cannot be changed and will appear in your My Documents library.

Type	Applicant	Date Due	Application Title
	John Smith	15/05/2013 00:00:00	Project Grant Application

To decline to review, or flag any potential conflict of interest, contact the BHF as specified in your email invitation to review.

Guidelines for each grant type can be accessed on the BHF web site directly from the link on the form.

The screenshot shows the top part of a 'RESEARCH GRANT APPLICATION REVIEW FORM'. On the left is the British Heart Foundation logo. The title 'RESEARCH GRANT APPLICATION REVIEW FORM' is in red. Below the title, a text box contains a link 'list of guidelines' highlighted with a green box, with the text: 'The following link will take you to a list of guidelines for all research grants that BHF offers. You may find these guidelines helpful when completing your review.' Below this is a section titled 'Reviewer Details' in red. It contains three fields: 'Type:' with value 'Ext', 'Reviewer Name:' with value 'John Smith', and 'Parent Organisation:' with value 'Belfast, Queen's University'.

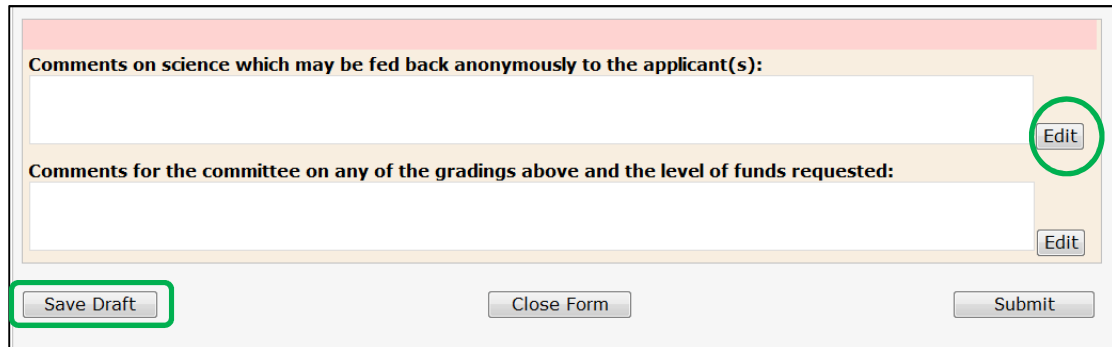
To carry out the review, complete the three sections of the review form: **Grading** (radio buttons only):

The screenshot shows the 'Grading' section of the form. It has a red header 'Grading'. Below it are six rows of criteria, each with a red asterisk and four radio button options. The first row is 'Originality of science:' with options 'High', 'Medium', and 'Low'. The second row is 'Potential practical value:' with options 'High', 'Medium', and 'Low'. The third row is 'Appropriateness of design & methods:' with options 'High', 'Medium', and 'Low'. The fourth row is 'Feasibility in the time proposed:' with options 'High', 'Medium', and 'Low'. The fifth row is 'Value for money:' with options 'High', 'Medium', and 'Low'. The sixth row is 'Standing of applicant in field:' with options 'High', 'Medium', and 'Low'. Below these are three rows for resources: 'Staff:', 'Consumables:', and 'Equipment:', each with a red asterisk and four radio button options: 'Appropriate', 'Excessive', 'Inadequate', and 'Not Applicable'. The final row is 'How would you rate the application overall:' with a red asterisk and four radio button options: 'A', 'B+', 'B-', and 'C'.

Please note that a grade is mandatory for each category, or the form cannot be submitted.

Grade A and B+ indicate award, B- and C indicate reject.

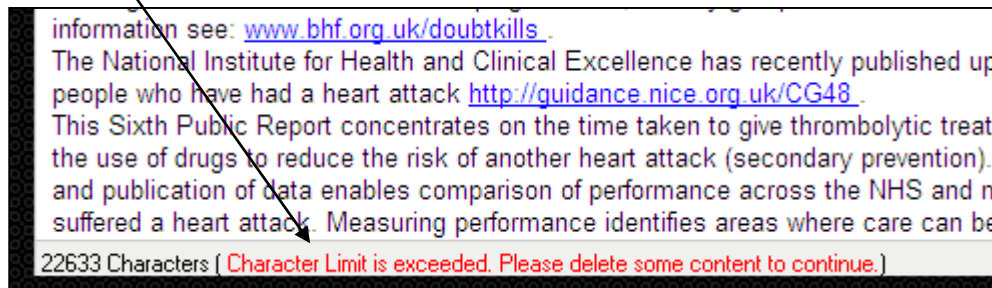
Comments on Science (press the Edit button to open the text boxes) **which may be fed back anonymously to the applicant** and **Comments for the committee on the gradings and level of funds requested** (text box).



An incomplete application can be saved at any stage by clicking on the “Save Draft” button at the bottom of the page. Please ensure you save the form before pressing the “Close Form” button.

Cutting and pasting information from other documents: GMS supports cutting and pasting functions from Word into the text boxes. If you cut and paste from other document types (e.g. PDF, Excel) you may lose some of the formatting.

Please note: the text boxes have character limit (including spaces and formatting) of 20,000. If exceeded, a red message will appear when “Save” is clicked and you will have to reduce the length.



Submission: When you have completed the grading and text boxes, and checked they are correct, click “Submit”. Successful submission will be indicated by display of a “Form Save Successful” message: clicking “OK” on this returns you to “Applications to Review”. If no message is shown, you may need to click outside the text box and click “Submit” again. Once your review form has been submitted, it will appear in your My Documents page as a read only PDF file.